

**RFQ#1049**

## **Wenden Elementary School District #19**

**P.O. Box 8**

**Wenden, AZ 85357**

**Phone (928) 859-3806 / Fax (928) 859-3958**

### **NOTICE OF REQUEST FOR QUOTATION**

**Description of Need:**

**Cafeteria Manager**

Bid Due Date:

June 19, 2025 at 1:00 p.m.

Bid Opening Location:

Wenden Elementary School

Attn: Gloria Dean, Superintendent

71001 Santa Fe Ave

PO Box 8

Wenden, AZ 85357

Pre-Bid Conference:

Not Required

In accordance with the School District Procurement Rules in the Arizona Administrative Code (A.C.C.) promulgated by the State Board of Education pursuant to A.R.S. §15-213, competitive sealed quotations for the materials or services specified will be received by Wenden Elementary School District #19, at the above specified location, until the time and date cited. Quotations received by the correct time and date shall be opened and the name of each bidder will be publicly read.

The District will not be responsible for the pre-opening of, post-opening of or failure to open, a quotation not properly addressed or identified. Vendors will mark all envelopes/boxes/etc. with Bid Number RFQ#1049 for school year 2025-2026. Offers must be in the actual possession of the District Office on or prior to the time (based on the official District time clock) and date, and at the location indicated above. Late offers will not be considered. If a firm is not interested in this procurement and wishes to submit a "No Bid", the firm shall complete the enclosed Offer and Acceptance page and clearly note on that page – No Bid – and return that single page to the address noted above. Please indicate the bid number on the envelope.

Quotations must be submitted in a sealed envelope with the Request for Quotations number and the Bidders name and address clearly indicated on the envelope. All quotations must be completed in ink or typewritten. Additional instructions for preparing a quotation are provided herein.

Bidder are strongly encouraged to carefully read the entire solicitation document.

Buyer

Wenden Elementary School Dist #19

Attn: Gloria Dean

Phone Number

928-859-3806

Date: 6/5/2025

# **Special Terms and Conditions**

## **Cafeteria Manager**

### **TERM OF CONTRACT**

The term of this contract shall commence upon board approval and shall continue for a period of one (1) year thereafter, unless terminated, cancelled or extended as otherwise provided herein.

### **OPTION TO EXTEND**

Wenden Elementary School District #19 reserves the right to unilaterally extend the period of any resultant contract for thirty-one days beyond the stated expiration date. In addition, by mutual written agreement, the contract may be extended for an additional four (4) years.

### **CHANGES**

The District reserves the right to revise the work quantities, locations and schedule and make other changes within the general scope of work as may be deemed necessary to best serve the interest of the District.

### **CONTRACT DISPUTES**

Disputes arising from this contract shall be resolved in accordance with the School District Procurement Rules proposed and/or adopted by the Arizona Department of Education for contract claims disputes. The code's adjudicative process must be exhausted before a court system is allowed to rule on any dispute; and that contract disputes will be resolved consistent with the code. The code's adjudicative requirements supersede contractual alternative dispute resolutions.

### **OVERVIEW OF WORK REQUESTED**

The Cafeteria Manager must have knowledge of menu planning, production records, purchasing and on-site food preparation; knowledge of nutritional requirements; knowledge of regulations of all Federal and State for the National School Lunch, Breakfast and Snack Programs and the ability to process and maintain all required records.

### **PURCHASES FROM OTHER SOURCES**

The district reserves the right to purchase from other sources, those services which are required on an emergency basis and cannot be supplied by the vendor.

### **DISCUSSIONS WITH VENDORS**

In accordance with A.R.S. § 41-2534, after the initial receipt of quotations, the District reserves the option to conduct discussions with those Bidders who submit quotations determined by the District to be reasonably susceptible of being selected for award.

## **AWARD**

The school district shall award a contract to the bidder whose quotation is determined in writing to be most advantageous to the school district based on the factors set forth in the request for quotations. No other factors or criteria other than those contained in the RFQ will be used in the evaluation. In order to assure that any ensuing contracts will allow the District to fulfill current and future requirements, the District reserves the right to award contracts to multiple companies. The procurement file shall contain the basis on which the award is made.

## **EVALUATION CRITERIA**

Evaluation of the quotation will be based upon the following criteria. Specific weighting shall be used. The following criteria are listed in order of greatest importance.

Representatives of the District will evaluate the quotations and rank them from the one most likely to the one least likely to meet the needs of the District and satisfy the requirements of the RFQ. The District may call for interviews to clarify information received in the quotation. In addition to interviews, or if the quotations are very closely ranked, the District reserves the option to enter into discussions on pricing and/or other portions of the quotation, and may request best and final offers if it is determined to be in the District's own best interest. HOWEVER, firms are cautioned that the District may proceed with an award on the basis of information received in the original quotation and subsequent interview (if held) without calling for additional discussions or best and final offers.

- A. **Cost of Services** – This should be all-inclusive. Price should include everything to be charged to the district. Charges for driving time, gasoline, per diem, meals, etc., should be explained on the vendor's quotation. Charging for items that are not specified in the quotation will not be paid by the district.
- B. **Work Plan** – Work Plan for providing services or an example of a Summary of Findings. As part of the Work Plan, Bidder must include:
  - a. 21 days worth of menus consistent with the dietary requirements of the free and reduced lunch programs including the: National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Food Service Program (SFSP), Fresh Fruits and Vegetable Program (FFVP). These nutrition standards are found in section 201 of the Healthy, Hunger-Free Kids Act of 2010 (Pub. L. 111-296, HHSFKA) amended Section 4(b) of the NSLP, 42 USC 1753(b).
  - b. The 20 cycle menu developed in accordance with the meal pattern requirements specified in 210.16(b). This menu will be used as a basis for projecting costs.
  - c. The menus shall utilize, to the extent possible, surplus food commodities.
  - d. The menus shall be designed to reflect a per meal cost consistent with the federal reimbursement for free and reduced lunch.
  - e. The Work Plan must also include the cost for meals for teachers, staff, parents, and children not eligible for Free and Reduced Lunch.
  - f. The Work Plan menus must also include alternative options for children with food allergies and vegetarian options.

- g. Successive menus must offer the same level of quality, variety and nutritional value as the first 21 day proposed menu.
- h. The Bid must use the following standards in purchasing food for use in the menus:

Beef	USDA inspected	Fresh fruits	US Fancy
Poultry	USDA inspected	Canned fruits	US Fancy
Variety meats	High quality	Canned vegetables	US Fancy
Dairy products	Grade A	Frozen fruits	High quality
Eggs	Fresh Grade A	All other items	High quality
Fish	Government Inspected		

C. **Timeline** – Timeline for completing the service.

D. **References** – A minimum of three references must be included with quotation.

E. **Resume** – Recent resume should document recent experience in providing this type of service.

## TO BE CONSIDERED

The original and one (1) copy of the quotation shall be submitted. The District will make no reimbursement of the cost of developing or presenting quotations in response to this RFQ. In order to be considered, quotations are to be submitted in the same format (sequence) as outlined below, with each section clearly identified.

- A. **Background Information** – Description of the submitting firm to include overall size, number of employees, location of office(s), and all contact information.
- B. **Reference** – A detailed listing of a minimum of three (3) references of similar educational accounts where these services have been provided.
- C. **Pricing** – Each bidder shall provide with their quotation the actual costing of all requirements to fulfill their obligation to the district. As noted above, if required, note all per diem, mileage, etc.
- D. **Offer and Acceptance Form** – Each bidder shall complete and return the attached Offer and Acceptance Form.
- E. **Delivery Time** – Each bidder shall specify in detail their commitment to delivery in days after receipt of order.
- F. **Miscellaneous** – Bidders shall provide any additional information or services which will improve their overall offer to the District.

## QUESTIONS

All questions regarding this bid/quotation should be directed to the District Superintendent:

Gloria Dean at 928-859-3806

## **Scope of Work**

### **Cafeteria Manager**

#### **Purpose and Background**

- A. The purpose of this Request for Quotation (RFQ) is to contract with a qualified firm(s) or person(s) to provide Cafeteria Manager Services to Wenden Elementary School District #19. Any resultant contract may be mutually extended up to a maximum term length of four (4) years.
- B. Wenden Elementary School District #19 is a single school district with a Preschool through 8<sup>th</sup> grade enrollment of at least 120 students.
- C. The selected Cafeteria Manager or Cafeteria Management firm ("Manager/Firm") will be responsible for the management of the food services program, quality, control, training and development of staff, operational and technical support as well as financial management of the program.
- D. The selected Manager/Firm will adhere to the following Code of Federal Regulations (CFR) in the oversight of the food service program.
  - (1) Retain control of the nonprofit school food service account and overall financial responsibility for the food service operation. The MANAGER/FIRM retains control of the quality, extent and general nature of the food service and prices charged to children for meals. 210.16(a)(4)
  - (2) Retain signature authority on the Food Program Permanent Service Agreement, free and reduced policy statement and claims. 210.16(a)(5), 210.21(b)
  - (3) Shall have access to all portions of the food service facilities at all times, and shall monitor the performance of the DISTRICT through periodic on-site visits or through working at the school. 210.16(a)(3), 210.21(e)(1)
  - (4) Shall establish an advisory board composed of parents, teachers, and students to assist in menu planning. 210.16(a)(8)
  - (5) Shall administer the application process for all free and reduced price meals, and shall establish and notify parents and guardians of program criteria for eligible students. The MANAGER/FIRM shall be responsible for verifying Applications for Free and Reduced-Price Meals as required by USDA regulations. The MANAGER/FIRM will ensure that no child is discriminated against on the basis of race, color, national origin, age, sex (including sexual preference/identity), religion, political affiliation, veteran's status, genetic code or disability. Both the MANAGER/FIRM and the DISTRICT shall be responsible for protecting the anonymity of students receiving free or reduced price meals. 245.6
- E. The selected Manager/Firm shall provide a quotation and proposal to operate the following food services at the District: National School Lunch Program (NSLP), School Breakfast

Program (SBP), Seamless Summer Food Service Program (SFSP), Fresh Fruits and Vegetable Program (FFVP) vending machines, concession stands, catering, vending to other schools, etc.

- F. The selected Manager/Firm shall demonstrate competency in completing the necessary documentation to the standards of the NSLP, SBP, SFSP, FFVP, the Arizona Auditor General's Office, and the Uniform System of Financial Records.
- G. The selected Manager/Firm shall participate in the NSLP, SBP, SFSP and surplus food commodities are available for use in the selected program(s), and it is the intent of the District that such items will be included in menus to the greatest extent possible. Manager/Firm shall purchase all food and non-food at the lowest price possible consistent with maintaining quality standards and service.
- H. The selected Manager/Firm shall prepare a budget within the constraints of the funding for the program through reimbursements for free and reduced lunches and purchased lunches from staff, parents, and children not participating in free and reduced lunches.
- I. The selected Manager/Firm will insure that there is minimum waste and minimum loss though misuse, theft, deterioration, improper storage, etc.

## **Pricing Section**

### **Cafeteria Manager**

## **OFFER AND ACCEPTANCE**

### **Cafeteria Manager**

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, attachments, and amendments in the Solicitation for the amounts shown on the attached pricing sheets.

Arizona Transaction (Sales) Privilege Tax License No.:

\_\_\_\_\_

Federal Employer Identification No.:\_\_\_\_\_

\_\_\_\_\_

Tax Rate:\_\_\_\_\_ %

\_\_\_\_\_

Company Name

\_\_\_\_\_

Address

\_\_\_\_\_

City

State

Zip

For clarification of this offer, contact:

Name:\_\_\_\_\_

Phone:\_\_\_\_\_

Fax:\_\_\_\_\_

Email:\_\_\_\_\_

\_\_\_\_\_

Signature of Person Authorized to Sign Offer

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

#### **CERTIFICATION**

By signature in the Offer section above, the bidder certifies:

The submission of the offer did not involve collusion or other anti-competitive practices.

The bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 75.5 or A.R.S. §41-1461 through 1465.

The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subjected to legal remedies provided by law.

(For Office Use Only)

\_\_\_\_\_

**ACCEPTANCE OF OFFER**

The offer is hereby accepted.

The Contractor is now bound to sell the materials, equipment, or services listed within this contract and based upon the solicitation, including all terms, conditions, specifications, attachments, amendments, etc., and the Contractor's Offer as accepted by the Wenden Elementary School District #19.

This contract shall henceforth be referred to a Cafeteria Manager Contract. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document, or written notice to proceed.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
AUTHORIZED SIGNATURE



## **REFERENCES**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Brief Scope: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Brief Scope: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Brief Scope: \_\_\_\_\_

\_\_\_\_\_

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